

**SPECIFICATION SHEET**

**DATE** : September 1, 2011

**FORM NUMBER** : #5751 R4

**QUANTITY** : 21,000 ( Maximum overrun or underrun = 2%)

**STOCK** : 11 pt. 150# Manila stock with full reinforced side & top tab

**INK** : Black; printed front cover only. Use the standard size print that was used in the 2003 order.

**SIZE** : Square folder design ( except for the side tab cut)  
Folder Open: 18 – 1/4" x 12 – 1/4" (includes 3/4" side tab)  
Folder Open/Front Cover: 8 – 3/4" x 11 -3/8"  
Folder Open/Back Cover: 9 – 1/2" x 12 – 1/4"

**CONSTRUCTION** : The side tab is to be reinforced full-cut as well as double reinforced on the top side. The color coded numbers are to be on the side tab, visible from both sides (front and back). **NOTE:** In no manner shall the numbering system cover any portion of the printed file folder.

Folders are to be scored at the bottom – from point of closed folder. Two additional scores are to be 3/8" apart on the front (first) cover.

Bar Code – Uniform symbol Description – 3, code 39 to be part of strip label placed on folder side tab between alpha and numeric codes.

**FRONT OF FILE:** Centered between left and right margins with the following text beginning 2" from the top of the front cover of the folder (See sample for size of font).

_____	vs	_____	&	_____
<b>Plaintiff</b>		<b>Defendant</b>		<b>Garnishee</b>
_____		_____		_____
<b>Attorney</b>		<b>Attorney</b>		<b>Attorney</b>

**CIRCUIT COURT – MILWAUKEE COUNTY**  
**CIVIL DIVISION** 5751 –R4

**COLOR CODED  
NUMBERS**

: Starting number 12 CV 000001 – 12 CV 021000  
Use the Wisconsin Model Records color coding system with  
white letters. Color sequence of the tabs with white numbers  
is as follows:

First tab: Year designator/white on **Red**.  
Second tab: alpha designator/white on Dark Blue (CV)

Remaining tabs as follows:

All 0's	yellow
" 1's	light blue
" 2's	red
" 3's	light green
" 4's	gray
" 5's	gold
" 6's	dark green
" 7's	dark blue
" 8's	orange
" 9's	black

Strip label with 7/8" colored boxes containing 1/2" numbers. One number  
per box until last box which is 2 numbers. Strip label to be one piece  
construction.

**DELIVERY** : In two installments First half delivered by December 01, 2011 and the remainder  
By June 01, 2012. We want files delivered directly to supply Rooms in G9 and  
on shelves.

**PRINTED NUMBERS** : Printed numbers starting number 12 SC 000001  
Black ink, upper right-hand corner of file folder. Zero-fill all numbers with  
Printed characters.

**PACKAGE** : 100 pre-folded files per package in numerical order. Label each package with  
form number, numerical range of contents and sequentially label each package  
for proper usage.

**PROOF** : Proof must be submitted prior to printing. Paper weight, color and number  
Must be same as sample submitted with bid. Send proof and paper sample to:

**CCF – SOUTH/GRAPHICS**  
**8885 S. 68<sup>TH</sup> STREET**  
**FRANKLIN, WI 53132**

**CAMERA COPY** : Camera copy will be furnished to successful bidder. **CAMERA COPY MUST BE  
RETURNED.** In addition to returning the camera copy, ten samples of the  
completed printed. Numbered folders must be sent to **FORMS CONTROL**  
(above address)

MILWAUKEE COUNTY  
PROCUREMENT DIVISION

SPECIFICATION NO.: 200.38606  
EFFECTIVE DATE: 9/16/11

**CONSTRUCTION**

**SAMPLE** : MUST BE SUBMITTED WITH BID.

**NOTE:** PAYMENT TO VENDOR WILL NOT BE MADE UNTIL VENDOR, AS SPECIFIED ABOVE AS SUBMITTED THE CAMERA COPY WITH TEN SAMPLES OF THE COMPLETED PRINT FORM.

FIRST ½ OF FOLDER ORDER IS TO BE RECEIVED BY THE CLERK OF COURTS (CIVIL DIVISION) BY DECEMBER 1, 2011, WITH REMAINING ½ FOLDERS TO BE DELIVERED JUNE 1, 2012. DELIVERED DIRECTLY TO THE SUPPLY ROOM IN G9 AND STOCK ON THE SHELVES.